



## **DEPARTMENT OF TRANSPORTATION**

### **Bureau of Transportation Statistics**

**[Docket ID Number DOT-OST-2014-0031**

**Agency Information Collection;** Activity Under OMB Review; Part 249 Preservation of Records

**AGENCY:** Office of the Assistant Secretary for Research and Technology (OST-R), Bureau of Transportation Statistics (BTS), Department of Transportation.

**ACTION:** Notice.

**SUMMARY:** In compliance with the Paperwork Reduction Act of 1995, Public Law 104-13, the Bureau of Transportation Statistics invites the general public, industry and other governmental parties to comment on the continuing need for and usefulness of BTS requiring certificated air carriers to preserve accounting records, consumer complaint letters, reservation reports and records, system reports of aircraft movements, etc. Also, public charter operators and overseas military personnel charter operators are required to retain certain contracts, invoices, receipts, bank records and reservation records.

**DATES:** Written comments should be submitted by (insert date 60 days after date of publication in the Federal Register).

**ADDRESSES:** You may submit comments identified by DOT Docket ID Number

DOT-OST-2014-0031 OMB Approval No. 2138-0006 by any of the following methods:

**Federal eRulemaking Portal:** Go to <http://www.regulations.gov>. Follow the online instructions for submitting comments.

**Mail:** Docket Services: U.S. Department of Transportation, 1200 New Jersey Avenue, SE., West Building Ground Floor, Room W12-140, Washington, DC 20590-0001.

**Hand Delivery or Courier:** West Building Ground Floor, Room W12-140, 1200 New Jersey Avenue, SE., between 9 a.m. and 5 p.m. ET, Monday through Friday, except Federal holidays.

**Fax:** 202-366-3383.

**Instructions:** Identify docket number, DOT-OST-2014-0031, at the beginning of your comments, and send two copies. To receive confirmation that DOT received your comments, include a self-addressed stamped postcard. Internet users may access all comments received by DOT at <http://www.regulations.gov>. All comments are posted electronically without charge or edits, including any personal information provided.

**Privacy Act:** Anyone is able to search the electronic form of all comments received into any of our dockets by the name of the individual submitting the comment (or signing the comment, if submitted on behalf of an association, business, labor union, etc.). You may review DOT's complete Privacy Act Statement in the Federal Register published on April 11, 2000 (65 FR 19477-78).

**Docket:** For access to the docket to read background documents or comments received, go to <http://www.regulations.gov>. or the street address listed above. Follow the online instructions for accessing the dockets.

#### **Electronic Access**

You may access comments received for this notice at <http://www.regulations.gov>, by searching docket DOT-OST-2014-0031.

**FOR FURTHER INFORMATION CONTACT:** Jeff Gorham, Office of Airline Information,

RTS-42, Room E34, OST-R, BTS, 1200 New Jersey Avenue, SE., Washington, DC 20590-0001, Telephone Number (202) 366-4406, Fax Number (202) 366-3383 or EMAIL [jeff.gorham@dot.gov](mailto:jeff.gorham@dot.gov).

## **SUPPLEMENTAL INFORMATION:**

*OMB Approval No.* 2138-0006

*Title:* Preservation of Air Carrier Records – 14 CFR Part 249

*Form No.:* None

*Type Of Review:* Extension of a currently approved recordkeeping requirement

*Respondents:* Certificated air carriers and charter operators

*Number of Respondents:* 89 certificated air carriers

280 charter operators

*Estimated Time per Response:* 3 hours per certificated air carrier

1 hour per charter operator

*Total Annual Burden:* 547 hours.

*Needs and Uses:* Part 249 requires the retention of records such as: general and subsidiary ledgers, journals and journal vouchers, voucher distribution registers, accounts receivable and payable journals and ledgers, subsidy records documenting underlying financial and statistical reports to DOT, funds reports, consumer records, sales reports, auditors' and flight coupons, air waybills, etc. Depending on the nature of the document, the carrier may be required to retain the document for a period of 30 days to three years. Public charter operators and overseas military personnel charter operators must retain documents which evidence or reflect deposits made by each charter participant and commissions received by, paid to, or deducted by travel agents, and all statements, invoices, bills and receipts from suppliers or furnishers of goods

and services in connection with the tour or charter. These records are retained for six months after completion of the charter program.

Not only is it imperative that carriers and charter operators retain source documentation, but it is critical that DOT has access to these records. Given DOT's established information needs for such reports, the underlying support documentation must be retained for a reasonable period of time. Absent the retention requirements, the support for such reports may or may not exist for audit/validation purposes and the relevance and usefulness of the carrier submissions would be impaired, since the data could not be verified to the source on a test basis.

The Confidential Information Protection and Statistical Efficiency Act of 2002 (44 USC 3501 note), requires a statistical agency to clearly identify information it collects for non-statistical purposes. BTS hereby notifies the respondents and the public that BTS uses the information it collects under this OMB approval for non-statistical purposes including, but not limited to, publication of both Respondent's identity and its data, submission of the information to agencies outside BTS for review, analysis and possible use in regulatory and other administrative matters.

Issued in Washington, DC, on March 1, 2021.

William Chadwick, Jr.,  
Director, Office of Airline Information,  
Bureau of Transportation Statistics.